



THE NCCI GUIDE TO KRG JCC ACCESS LETTER APPLICATIONS

This step by step guide was created by NCCI to help NGOs working in the Kurdistan Region of Iraq (KRI) to prepare access letter applications for submission to the Joint Crisis Coordination Centre (JCC) of the Kurdistan Regional Government (KRG).

We review and update our guides regularly as requirements change frequently and often without advance notice.

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Step 1 – Preparing Your Application

Applications for Staff Movement

1. Write a formal access request letter in Kurdish.
2. The letter must be addressed to *The Kurdistan Regional Government, Ministry of Interior- Joint Crisis Coordination Centre*.
3. The letter must be on your organization's letter AND should be signed by your Country Director or the person who has the Power of Attorney.
4. The letter should have a reference number.
5. Specify the duration of the mission: (dates from x to y).
6. Specify the purpose of mission.
7. Destination.
8. Route (from x – to y; or mission pathway).
9. A list of staff and drivers that provides the following information:
 - **Kurds:** Full Name as written in the personal status ID [National ID]
 - **International staff:** Full name as written in passport and transliterated in Kurdish
 - **Iraqi Arabs** Four names including tribe name
 - **List of vehicles** including make, model, colour, and plate number

Note: The JCC will only grant access letters for 30 days to if the purpose of travel, staff list, and drivers list remains the same.

Document Check List for Staff Movement

Kurdish Staff and Drivers

- Personal status ID [National ID] for each Kurdish staff or driver
- Information card for each Kurdish staff or driver
- Driver's license for each driver
- Vehicle registration for each vehicle

Iraqi Arab Staff and Drivers

- National ID for each Iraqi Arab staff
- Residency card for each Iraqi Arab staff
- Information card for each Iraqi staff
- Driver's license for each driver
- Vehicle registration for each vehicle

Expat Staff

- Passport for each expat staff
- Residency Card for each expat staff

Other Supporting Documents

- Valid KRG Administrative Order
- Transport company contract (if applicable)
- Transport company tax clearance certificate

Applications for Transporting Medicines

1. Write a formal access request letter in Kurdish.
2. The letter must be addressed to *The Kurdistan Regional Government, Ministry of Interior- Joint Crisis Coordination Centre*.
3. The letter must be on your organization's letter AND should be signed by your Country Director or the person who has the Power of Attorney.
4. The letter should be dated and have a reference number.
5. Specify the duration of the mission: (dates from x to y).
6. Specify the purpose of mission.
7. Destination.
8. Route (from x – to y; or mission pathway).
9. A list of staff and drivers that provides the following information:
 - **Kurds:** Full Name as written in the personal status ID [National ID]
 - **International staff:** Full name as written in passport and transliterated in Kurdish
 - **Iraqi Arabs** Four names including tribe name
 - **List of vehicles** including make, model, colour, and plate number
10. Prepare a table that provides the following information:
 - List of medication
 - Quantity
 - Date of expiry
 - Use of the medication?
 - Date of movement?

Document Check List for Staff Movement

Kurdish Staff and Drivers

- Personal status ID [National ID] for each Kurdish staff or driver
- Information card for each Kurdish staff or driver
- Driver's license for each driver
- Vehicle registration for each vehicle

Iraqi Arab Staff and Drivers

- National ID for each Iraqi Arab staff
- Residency card for each Iraqi Arab staff
- Information card for each Iraqi staff
- Driver's license for each driver
- Vehicle registration for each vehicle

Expat Staff

- Passport for each expat staff
- Residency Card for each expat staff

Other Supporting Documents

- Approval from the **Kurdistan** Medical Control Agency {**KMCA**} or sales permit (if purchased locally)
- Valid KRG Administrative Order
- Transport company contract (if applicable)
- Transport company tax clearance certificate

Note: You must obtain approval from the (**Kurdistan** Medical Control Agency {**KMCA**} approval or sales permit (if purchased locally).

Applications for Transporting NFI goods

1. Write a formal access request letter in Kurdish.
2. The letter must be addressed to *The Kurdistan Regional Government, Ministry of Interior- Joint Crisis Coordination Centre*.
3. The letter must be on your organization's letter AND should be signed by your Country Director or the person who has the Power of Attorney.
4. The letter should be dated and have a reference number.
5. Specify the duration of the mission: (dates from x to y).
6. Specify the purpose of mission.
7. Destination.
8. Route (from x – to y; or mission pathway).
9. A list of staff and drivers that provides the following information:
 - **Kurds:** Full Name as written in the personal status ID [National ID]
 - **International staff:** Full name as written in passport and transliterated in Kurdish
 - **Iraqi Arabs** Four names including tribe name
 - **List of vehicles** including make, model, colour, and plate number
10. Prepare a table that provides the following information:
 - List of goods
 - Quantity
 - Date of expiry (if applicable)
 - Purpose of goods?
 - Date of movement?
 - Route (from x – to y; or mission pathway)

Document Check List for Staff Movement

Kurdish Staff and Drivers

- Personal status ID [National ID] for each Kurdish staff or driver
- Information card for each Kurdish staff or driver
- Driver's license for each driver
- Vehicle registration for each vehicle

Iraqi Arab Staff and Drivers

- National ID for each Iraqi Arab staff
- Residency card for each Iraqi Arab staff
- Information card for each Iraqi staff
- Driver's license for each driver
- Vehicle registration for each vehicle

Expat Staff

- Passport for each expat staff
- Residency Card for each expat staff

Other Supporting Documents

- Valid KRG Administrative Order
- Transport company contract (if applicable)
- Transport company tax clearance certificate

Applications for VIP Movements

1. Write a formal access request letter in Kurdish.
2. The letter must be addressed to *The Kurdistan Regional Government, Ministry of Interior- Joint Crisis Coordination Centre*.
3. The letter must be on your organization's letter AND should be signed by your Country Director or the person who has the Power of Attorney.
4. The letter should be dated and have a reference number.
5. Specify the purpose of mission.
6. Destination.
7. Route (from x – to y; or mission pathway).
8. State the name and the position of the visitor(s).
9. Specify the date(s) your visitor intends to travel.
10. Prepare a table that provides the following information:
 - **Kurds:** Full Name as written in the personal status ID [National ID]
 - **International staff, including VIPs:** Full name as written in passport
 - **Iraqi Arabs** Four names including tribe name
 - **List of vehicles** including make, model, colour, and plate number
 - Route (from x – to y; or mission pathway)

Note:

- To facilitate movement of VIPs, the JCC accepts letters send via email;
- Generally speaking, it takes 1-2 days for VIP access letters to be process and issued;
- This type of This type of letter is only issued for 1-2 persons.

Document Check List for Staff Movement

Kurdish Staff and Drivers

- Personal status ID [National ID] for each Kurdish staff or driver
- Information card for each Kurdish staff or driver
- Driver's license for each driver
- Vehicle registration for each vehicle

Iraqi Arab Staff and Drivers

- National ID for each Iraqi Arab staff
- Residency card for each Iraqi Arab staff
- Information card for each Iraqi staff
- Driver's license for each driver
- Vehicle registration for each vehicle

Expat Staff

- Passport for each expat staff
- Residency Card for each expat staff

VIP Visitors

- Passport for each VIP

Other Supporting Documents

- Valid KRG Administrative Order
- Transport company contract (if applicable)
- Transport company tax clearance certificate

Step 2 – Submitting your Access Letter Requests

- NGOs must hand deliver their access letter requests to the JCC;

The JCC is located on the Kirkuk Road right before the intersection of the 120 Meter Road on the right-hand side. You can find it on [Google Map](#).

- Generally speaking, it takes 1-3 days for an access letter to be processed and issued;
- The validity period for an access letter depends on size and type of the mission, activities and project.

Step 3 – Collecting your Access Letter

- The JCC will notify NGOs when the letter is ready;
- NGOs need to pick up the Letter from JCC office;
- Before you leave the JCC office, we recommend that you review your access letter to make sure all the information is correct and that the letter is stamped and signed;

Note: Your teams must carry the access letter with them when they are travelling and be prepared to present it at checkpoints.

Crossings at the Peshkhabour Border

- All NGOs planning to cross at the Peshkhabour border should submit their requests to the KRG Department of Foreign Relations (DRF);
- When the request is approved by DFR, they will send a formal letter JCC;
- JCC will process and finalize and access letter, generally within one day;
- If you are transporting medicines, a list of the medicine and KMCA approval should be attached to the request (See section titled Applications for Transportation of Medicines).